

CLAIMS:

1. A COMM Addin for Microsoft outlook, said COMM Addin adding a plurality of menu buttons to at least one page of Microsoft outlook viewable on a users screen, said menu buttons operable by said user, such that when said user receives a mail item in said users inbox operation of one said button enables said user to reply to the mail item; forward the mail item, or create a new item entry and said mail item is respectively copied to said reply, forwarded message or new item entry, and further wherein said mail item is removed from said inbox.
2. A COMM Addin as claimed in claim 1 wherein said new item includes a calendar entry, a note, a task, a project or a contact.
3. A COMM Addin as claimed in claim 1 or 2 wherein said buttons are operable from a home page of said Microsoft outlook.
4. A COMM Addin as claimed in any one of claims 1 to 3 wherein said button further automatically relabels said reply, forwarded message or new item entry.
5. A system for customizing Microsoft outlook including the addition of a plurality of menu buttons to at least one page of Microsoft outlook viewable on a users screen, said menu buttons operable by said user, such that when said user receives a mail item in said users inbox operation of one said button enables said user to reply to the mail item, forward the mail item, or create a new item entry and said mail item is respectively copied to said reply, forwarded message or new item entry, and further wherein said mail item is removed from said inbox.
6. A system as claimed in claim 5 wherein said new item includes a calendar entry, a note, a task, a project or a contact.
7. A system as claimed in claim 5 or 6 wherein said buttons are operable from a home page of said Microsoft outlook.

8. A system as claimed in any one of claims 5 to 7 wherein said button further automatically relabels said reply, forwarded message or new item entry.